



MANAGEMENT MEMO

AMERICAN EMBASSY ANTANANARIVO



ANNOUNCEMENT NUMBER: 022/10 - HR

OPEN TO: All American Eligible Family Members – All agencies

POSITION: Information Management Assistant, FP-07
(For FMA appointment, the grade level of the successful applicant will be determined by Washington based on applicant's qualifications and prior work experience and may differ from the position's initial grade.)

OPENING DATE: September 16, 2010

CLOSING DATE: September 30, 2010

WORK HOURS: Full-time - 40 hours/week

NOTE: ONLY AMERICAN ELIGIBLE FAMILY MEMBERS AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER THE CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Antananarivo is seeking an American Eligible Family Member (EFM) for the position of Information Management in the Information Program Center (IPC) section.

BASIC FUNCTION OF POSITION

Incumbent will support the Information Program Center (IPC) and Information System Center, to include some basic computer system administrator duties.

A copy of the complete position description listing all duties and responsibilities is available in the U.S. Embassy Human Resources Office. Contact ext 2332.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1 . Candidate must be a U.S. Citizen and eligible for a Top Secret security clearance;
2. High school diploma or higher level is required;
3. Must have three years of office management or technical experience;
4. Level IV (Fluent) Speaking/Reading/Writing English is required; Strong command of the grammar, spelling, and usage of the English language is essential;
5. Must possess good customer-service and excellent telephone skills. Ability to lift up to 70lbs is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612 (forms are available from Embassy reception or e-forms); **OR**

A current resume or curriculum vitae that provides the same information as on OF-612;

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Embassy Human Resources Office
P.O. Box 620
Antananarivo 101

POINT OF CONTACT

Contact: Human Resources Office
Telephone: 261 20 2348000 Ext 2265/2332
FAX: 261 20 23 480 35
Email: AntananarivoEmbHRO@state.gov

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: September 30, 2010

The US Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.